

# Catering Package

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## Breakfast Selections

### Continental Breakfast

Chilled juices, assorted mini-Danish, muffins & croissants served with butter, preserves, coffee & tea

**\$6.75**

**\$7.75 with seasonal fresh fruit**

### Served Breakfast

A plated selection of seasonal fresh fruits served with yogurt or cottage cheese, coffee & tea

**\$11.25**

or

French toast served with syrup and three varieties of seasonal fresh fruit, coffee & tea

**\$12.25**

### Sunrise Buffet

Chilled juices, seasonal fresh fruit tray, scrambled eggs, bacon, sausages, pan fried potatoes, assorted mini-Danish, muffins and croissants served with butter & preserves, coffee & tea

**\$13.25**

## Break Menu Selections



<b>Assorted Croissants, Danishes, Muffins</b>	<i>\$22.25/ dozen</i>
<b>Warm Cinnamon Buns</b>	<i>\$23.25/ dozen</i>
<b>Assorted Cookies</b>	<i>\$13.25/ dozen</i>
<b>Assorted Donuts</b>	<i>\$16.25/ dozen</i>
<b>Seasonal Fresh Fruit Platter</b>	<i>\$4.25/ person</i>
<b>Fresh Vegetables with Dip</b>	<i>\$3.25/ person</i>
<b>Domestic Cheese Tray with Crackers</b>	<i>\$4.25/ person</i>
<b>Assorted Yogurts (250 ml)</b>	<i>\$2.95 each</i>
<b>Whole Fruit</b>	<i>\$1.15 each</i>

## Beverages

Assorted chilled juices (64 oz pitcher)	\$9.00	Dasani bottled water	\$2.25
Milk (64 oz pitcher)	\$9.00	Coffee/tea per person	\$1.75
Iced tea (64 oz pitcher)	\$9.00	Bottled soft drinks & juices	\$2.25
Rum fruit punch (2 Gallons)	\$60.00	Coffee/tea (10 cup Silex)	\$16.00
Fruit punch (2 Gallons)	\$40.00	Coffee/tea (25 cup urn)	\$31.00

## Luncheon Entrées

*All Luncheon Entrées are accompanied by warm multigrain, sourdough and rye rolls with butter, Chef's choice of soup or salad, Chef's choice of vegetables, Chef's choice of potato or rice, coffee & tea.*

*(Add Dessert to any Luncheon Entrée for \$2.25)*

### **Chicken Parmigiana**

Tender boneless breast of chicken  
baked with tomato sauce and mozzarella cheese  
**\$16.25**

### **Lemon Chicken**

Tender, boneless grilled chicken breast  
dusted with salt & pepper then simmered in lemon sauce and fresh dill  
**\$14.25**

### **Baked Lasagna**

Lean ground beef layered with lasagna noodles  
baked in tomato sauce with mozzarella cheese  
served with herb garlic toast  
(Also available vegetarian)  
**\$14.25**

### **Quiche Florentine**

Baked egg tartlet with mushrooms, spinach, sweet bell peppers, Swiss and Asiago cheese.  
**\$13.25**

### **Herb Crusted Salmon**

Baked fillet of Atlantic salmon crusted with herbs and  
finished with a lemon cream sauce.  
**\$17.25**

## Luncheon Buffets

*(A minimum of 25 people is required for Luncheon Buffets excluding The Nickel Belt)*

### The Burntwood

Warm assortment of multigrain, sourdough and rye rolls served with butter  
Tossed salad with assorted dressings, coleslaw and Italian pasta salad  
Roasted paprika chicken, carved baron of beef  
Chef's choice of potatoes or rice, Chef's choice of fresh vegetables  
Assorted sweets, seasonal fresh fruit  
Coffee & tea service

**\$17.25**

### The Selkirk

Warm assortment of multigrain, sourdough and rye rolls served with butter  
Tossed salad with assorted dressings, potato salad and Italian pasta salad  
Chicken Parmesan, carved baron of beef, baked salmon with lemon Hollandaise sauce  
Chef's choice of potatoes or rice, Chef's choice of fresh vegetables  
Assorted sweets, seasonal fresh fruit  
Coffee & tea service

**\$19.25**

### The Nickel Belt

Assorted sandwiches on a variety of fresh breads with fillings including  
shaved ham, shaved turkey, corned beef, tuna salad and egg salad  
served with Chef's soup of the day  
Coffee & tea service

**\$10.25**

## Luncheon Buffet Enhancements

### Salads

*\$2.00 per item per person*

Tossed Salad  
Greek Salad  
Chick Pea Salad  
Broccoli & Cheese Salad  
Pickled Beets  
Traditional Potato Salad

### Hot Entrées

*\$3.00 per item per person*

Baked Salmon with Lemon Hollandaise Sauce  
Chicken Parmesan  
Oriental Breaded Pork  
Swedish Meatballs  
Baked Penne Pasta with Three Cheeses

### Platters

*\$2.00 per item per person*

Vegetable Platter  
Relish Platter  
Cold Cut Platter  
Deville Eggs  
Cheese Platter

## Cold Luncheon Plates

### Chicken Salad & Fresh Fruit

Creamy chicken salad served on a bed of lettuce presented in a crisp tortilla bowl garnished with seasonal fresh fruit, tomato wedges and sliced cucumber. Accompanied with a warm assortment of multigrain, sourdough and rye rolls, butter & coffee or tea

**\$11.25**

### Chicken Caesar Salad

Grilled breast of chicken served on crisp Romaine lettuce with garlic croutons, Asiago cheese and our creamy Caesar dressing. Accompanied with garlic toast and coffee or tea

**\$12.25**

### Fresh Fruit Platter

Assortment of seasonal fresh fruit decoratively arranged and served with your choice of yogurt or cottage cheese

**\$11.25**

## Dinner Entrées

*All Dinner Entrées are accompanied by warm multigrain, sourdough and rye rolls with butter, your choice of soup or salad, choice of two vegetables, choice of potato or rice, dessert, coffee & tea.*

*(Add \$2.00 for soup & salad)*

### Chicken Entrées

#### Chicken Wellington

Breast of chicken wrapped in a puff pastry with mushroom and garlic duxelles finished with a peppercorn cream sauce.

**\$26.25**

#### Chicken Cordon Bleu

Tender boneless chicken breast stuffed with Swiss cheese and Black Forest ham finished with a white wine and peppercorn mélange sauce.

**\$25.25**

#### Chicken Kiev

Tender boneless chicken breast stuffed with garlic herb butter finished with a red wine demi-glaze

**\$24.25**

#### Grilled Lemon Chicken

Tender boneless grilled chicken breast dusted with salt and pepper simmered in lemon sauce and fresh dill

**\$23.25**

## Seafood Entrées



### **Herb-Crusted Fillet of Atlantic Salmon**

Baked and finished with a lemon hollandaise sauce

**\$25.25**

### **Pickarel**

Steamed pickarel, stuffed with spinach,  
finished with a garlic cream sauce

**Seasonal Price**

## Veal Entrées



### **Veal Loin Medallions**

Medallions of milk fed veal, lightly floured  
and pan-fried with seasoning  
topped with mushrooms and Marsala sauce

**6 oz. \$29.25**



## Beef & Pork Entrées

### Roast Prime Rib Canada “AA”

Herb roasted prime rib of beef *au jus*  
accompanied with Yorkshire pudding and horseradish

**8 oz \$29.25**

**10 oz \$31.25**

### Beef Tenderloin

Crusted with Dijon mustard and herbs  
finished with mustard cream sauce

**6 oz \$33.25**

### Pork Loin

Pan-fried medallions of pork loin  
finished with a grainy mustard sauce

**6 oz \$25.25**

## Vegetarian Entrées

### Grilled Vegetable Plate

A variety of seasonal grilled vegetables

**\$23.25**

### Vegetable Primavera

Assorted spring vegetables  
on a bed of creamy penne pasta

**\$23.25**

## Children's Dinner Entrées

*(Our special menu for children age 12 and under)*

*All Children's Entrees are served with dessert and beverage*

### Chicken N' Chips

Crispy, tender chicken fingers served with your choice of barbecue or honey dill sauce. Accompanied by French fries.

**\$8.95**

### Mac & Cheese

Macaroni tossed in a cheddar cheese sauce

**\$8.95**

### Mini Pizza

A individual sized pizza made in-house with pepperoni and melted three cheeses

**\$8.95**

## Soups

*Your choice of one:*

**Cream of Asparagus**  
*(In season)*

**Cream of Fresh Mushroom**

**Cream of Carrot & Dill**

**Minestrone**

## Salads

*Your choice of one:*

**Caesar Salad**

Crisp romaine lettuce, garlic croutons, Asiago cheese,  
tossed in our creamy Caesar dressing

**Tossed Salad**

Iceberg lettuce, romaine lettuce with purple cabbage,  
garnished with tomato wedges & sliced cucumbers,  
served with your choice of dressing

**Greek Salad**

Romaine lettuce, sweet bell peppers, feta cheese &  
ripe black olives tossed in a light vinaigrette  
with fresh tomatoes and English cucumbers



## **Vegetables**

*Your choice of two:*

**Cauliflower Gratinée**

**Honey-Dill Baby Carrots**

**Green Beans Almandine**

**Broccoli Gratinée**

**Sweet Buttered Corn & Red Pepper**

**Fresh Asparagus** *(In season)*

## **Potatoes**

*Your choice of one:*

**Oven-Roast Chateau Potato**

**Lemon & Herb-Roast Potato**

**Stuffed Baked Potato**

**Garlic Mashed Potato**

## **Rice**

*Your choice of one:*

**White & Wild Rice with Mushrooms and Onions**

**Oriental Fried Rice**

## Desserts

*Your choice of one:*

**Double-Chocolate Cake**

**Black Forest Cake**

**Cheesecake**

Served with your choice of cherry topping,  
chocolate sauce or strawberry sauce

**Tiramisu**

**Fruit Cocktail**

**Strawberries Romanoff**

Blended with Cointreau and fresh whipped cream  
*(In season)*

**Add \$1.75 per person**

## Dinner Entrée Enhancements

### **Swedish Meatballs**

Fresh ground seasoned beef formed and baked in a creamy mushroom sauce, served family style

**\$3.25 per person**

### **Cabbage Rolls**

Stuffed with fluffy long grain rice and baked in an herb tomato sauce, served family style

**\$3.25 per person**

### **Perogies**

Served with sour cream and sautéed onions on the side, served family style

**\$3.25 per person**



## Dinner Buffets

*(A guaranteed minimum of 35 people is required for Dinner Buffets)*

### The Pine

Warm assortment of multigrain, sourdough and rye rolls served with butter,  
Assorted lettuce and greens, marinated fresh vegetables,  
Mediterranean pasta salad, potato salad,  
Carved baron of beef, chicken cacciatore, Italian meatballs,  
Crusted sole with celery seed sauce,  
Chef's choice of fresh vegetables, roasted potatoes,  
Sliced seasonal fresh fruit, assorted cheeses and crackers,  
Assorted sweets, coffee and tea

**\$27.25**

### The Birch

Warm assortment of multigrain, sourdough and rye rolls served with butter,  
Assorted lettuce and greens, shredded carrot salad, Italian pasta salad, coleslaw  
Roast top sirloin of beef, roasted paprika chicken  
Chef's choice of fresh vegetables, oven roasted potatoes,  
Sliced seasonal fresh fruit, assorted cheeses and crackers  
Assorted sweets, coffee and tea

**\$25.25**

## Dinner Buffet Enhancements

### Salads

*\$2.00 per item per person*

Tossed Salad  
Greek Salad  
Chick Pea Salad  
Broccoli & Cheese Salad  
Pickled Beets  
Traditional Potato Salad

### Hot Entrées

*\$3.00 per item per person*

Baked Salmon with Lemon Hollandaise Sauce  
Chicken Parmesan  
Oriental Breaded Pork  
Swedish Meatballs  
Baked Penne Pasta with Three Cheeses

### Platters

*\$2.00 per item per person*

Vegetable Platter  
Condiment Platter  
Cold Cut Platter  
Devilled Eggs  
Cheese Platter

## Receptions

### Hot & Cold Hors D'oeuvres

#### Cold

*(Per dozen)*

#### Shrimp Phyllo Purses

**\$28.95**

#### Smoked Salmon & Capers on Cocktail Bread

**\$18.95**

#### Smoked Oysters Canape

**\$18.95**

#### Bruschetta

*(Fresh tomato, garlic, Asiago, olive oil, fresh Basil)*

**\$17.25**

#### Hot

*(Per dozen)*

#### Breaded Jumbo Shrimp

**\$24.95**

#### Beef Satays with Teriyaki Glaze

**\$18.95**

#### Chicken Satays with Peanut Sauce

**\$18.95**

#### Seafood Spring Rolls

**\$18.95**

#### Vegetable Spring Rolls

**\$17.25**



## Reception Platters

### **Fresh Vegetable Platter**

An assortment of fresh seasonal vegetables  
decoratively arranged, served with dips

**\$3.25 per person**

### **Cheese & Cracker Platter**

A selection of domestic cheeses,  
served with assorted crackers

**\$4.25 per person**

### **Relish Tray**

An assortment of pickles, kalamata olives,  
cocktail onions and sliced pickled beets

**\$3.25 per person**

### **Fresh Fruit Platter**

A selection of fresh seasonal fruits

**\$4.25 per person**

### **Assorted Sandwich Platter**

On a variety of fresh breads with fillings including  
shaved ham, shaved turkey,  
corned beef, tuna salad and egg salad

**\$7.25 per person**

### **Sweets Platter**

A selection of finger size cakes including  
Nanaimo bars, fudge brownies, carrot cake and butter squares

**\$3.75 per person**

### **Cold Cut Snack**

Deli meats, cheese, pickles, breads and condiments

**\$9.25 per person**

## Bar Policies

### Host Bar

The hotel provides complete set-up arrangements including stocking and running your function.

The host sponsors the reception and is charged based on beverages consumed:

A bartender charge of \$15.00/hour for three-hour minimum will apply if net bar revenue is under \$300.00.

Imported Beer /Premium Brands (1oz)	\$4.45
Domestic Beer by the Bottle / Shots (1 oz)	\$3.75
Wine by the glass (5 oz)	\$4.00
House wine (750 ml)	\$21.95
Fountain Pop	\$1.50

*(Above prices are subject to 15 % Gratuity, 5% GST & 7% PST)*

### Cash Bar

The hotel sells beverages directly to your guests. We will provide complete set-up arrangements at no charge. A bartender charge of \$15.00/hour for three-hour minimum will apply if net bar revenue is under \$350.00

Imported Beer /Premium Brands (1oz)	\$4.95
Domestic Beer by the Bottle / Shots (1 oz)	\$4.25
House Wine (5 oz)	\$4.50
Fountain Pop	\$1.75

*(Above prices include all applicable taxes)*

The Hotel will supply the Glasses, Soft drinks, Clamato, Orange, Cranberry & Lime Juices, Ice, Fruit Garnish, Napkins, Swizzle Sticks, Straws and Bartenders.

The Hotel does not permit clients to serve their own beverages at banquets or parties  
All bars must be closed by 1:00am and rooms vacated by 1:30am

## Catering Policies

All food and beverage products served at The Burntwood Hotel will be prepared and served by our Catering Department (no outside food will be allowed) and will be subject to 15% gratuity, 7% PST and 5% GST. Prices are subject to change without notice; however we will guarantee prices three (3) months prior to your event. Under no circumstances are food or beverage items to be removed from or brought into the hotel.

**PAYMENT:** A deposit is required to confirm the booking and is non-refundable in the event of cancellation. Banquet Room deposit requirements are outlined on the schedule below. A payment of 80% of the total anticipated bill including taxes and gratuity is payable by certified cheque, cash, debit or credit card twenty (20) working days prior to the function. Full payment for the anticipated total cost based on the guaranteed attendance is due and payable three (3) working days (72 hours) prior to the function. The deposit will not be considered part of the full payment. Following the function, the hotel will prepare the final bill and will refund any excess payment received including the deposit within ten (10) working days. Direct billing arrangements will require an approved credit application sixty (60) days prior to the event and can be arranged by us through our Accounting Department. Any outstanding balance must be paid in full within thirty (30) days following the function. Interest charges will apply to delinquent accounts. After thirty (30) days the balance will be subject to 1.5% interest per month to a maximum of 18% per annum.

### Banquet Room Deposit Schedule

The Nickel Room  
The Selkirk Room  
The Burntwood Room (The Regal Beagle)  
The Executive Lounge

**ATTENDANCE:** The guaranteed number of attendees is required three working days (72 hours) prior to all functions. The hotel will prepare 5% above the guarantee numbers and will charge for the greater of the guaranteed number of meals or the actual number of meals served.

Should the number of expected attendees at the function vary by 15% or more from the original booking, the hotel reserves the right to provide an alternate function room best suited for the group size. Should your final guaranteed numbers fall below the minimum accepted capacity for your function room, the hotel reserves the right to relocate your function to an alternate room of appropriate capacity without recourse or prior approval.

The above contracted anticipated attendance may be reduced by up to 20% at any time prior to thirty (30) working days before the actual function date. Any reductions exceeding 20% of the anticipated attendance will be subject to a surcharge of 30% of the potential food and beverage revenue loss incurred by the hotel.

**MENU SELECTIONS:** In order to be assured of your menu choice, it is necessary that the catering office receive menu selections and final details of the event no later than six (6) weeks prior to the function. Dietary substitutes can be made available if requested at least three (3) working days (72 hours) before the function.

**FOOD AND BEVERAGE:** Due to health and insurance regulations, The Burntwood Hotel assumes absolutely no responsibility for any food and beverage items brought in from an outside source by the function representative or their associates or attendees. Upon completion of this signed contract, The Burntwood Hotel is removed from any and all liabilities pertaining to all food and beverage service for the function.

**WEDDING CAKES:** The hotel is NOT responsible for wedding cakes or any damages resulting from the handling of wedding cakes under any circumstances. Without limiting the generality of the foregoing, this exemption from liability includes, but is not limited to, any damages that might result from the handling and storage of the wedding cake by hotel staff. The hotel will supply the host with space in a refrigerator but it is the responsibility of the host or designated individual to take care of moving the cake to and from the function location.

**ADDITIONAL LABOUR CHARGE:** Labour charges may apply on some events where extra set-up is required, and on statutory holidays. The hotel does not provide labour for the moving of client-supplied equipment. Such services may be prearranged through the Catering Department with applicable labour charges. Any major changes to the original set-up as stated in this contract will be subject to labour charges.

**BAR POLICIES:** Banquet bars with net revenue of less than \$350.00 will be subject to a bartender fee and cashier fee of \$15.00 each per hour worked, subject to a 3-hour minimum. All prices are subject to change without notice but will be guaranteed to confirmed (deposit received) functions up to ninety (90) days in advance. All hosted beverage and all food prices are subject to a fifteen percent (15%) service gratuity. All prices quoted do not include applicable taxes. All refunds shall be settled within ten (10) working days after the function. The hotel reserves the right to refuse or terminate the service of alcoholic beverages at any time if the service would not be in accordance with the regulations of the Manitoba Liquor Control Commission. Manitoba Liquor Control Commission regulations apply to all functions where liquor is served.

**CANCELLATION CHARGE:** A cancellation received within ninety (90) days prior to the function will incur a charge of twenty-five percent (25%) of the total guest room commitment, fifty percent (50%) of the total meeting room rental, and fifteen percent (15%) of the contracted food and beverage expense. A cancellation received within sixty (60) days prior to the function will incur a charge of fifty percent (50%) of the total guest room commitment, fifty percent (50%) of the total meeting room rental, and twenty-five (25%) of the contracted food and beverage expense. Functions cancelled within thirty (30) working days of the event will be subject to a cancellation fee equal to seventy-five percent (75%) the total guest room commitment, seventy-five percent (75%) of the total meeting room rental and fifty percent (50%) of the contracted food and beverage expense. A cancellation received within seventy-two (72) hours of the function will incur a charge equal to the total guest room commitment, the total meeting room rental and the total contracted food and beverage expense. The deposit and cancellation policies are subject to change at the hotel's absolute discretion. In the case of a discrepancy between this cancellation clause and an attrition clause contained in a completed and signed hotel Booking Agreement associated with this function, the attrition clause in the Booking Agreement shall apply.

**LIABILITY:** The Burntwood Hotel reserves the right to inspect and control all private functions, including the conduct of all attendees, the conduct and performance of entertainers and the volume level of music played. Liability for all damages to the premises will be charged to the client organization and/or to the client's representative in charge of arrangements with The Marlborough Hotel. To avoid damage to painted surfaces and wall coverings, the use of strong tape, nails, tacks or any other attachments to walls or doors is not permitted without prior written consent from the hotel. A damage charge may apply at the discretion of the hotel to cover the cost of repairs.

**SECURITY:** Special security arrangements are available at an additional cost through the hotel's security contract. At our sole discretion you may be required to provide paid professional security using the hotel's contracted professional security company and a damage deposit may be required. A minimum of six (6) hours is required in contracted security arrangements. Our security policy requires one (1) security person per 100 guests.

**START & END TIMES:** The contracted start and end times of functions are to be strictly respected. The space is only booked for the time indicated, set-up and take-down times are to be specified at the time of booking by the sales and catering departments.

**DISPLAYS, EXHIBITS OR PRODUCTS:** Where displays, exhibits or products are to be used, they are to be delivered to our receiving entrance no more than 24 hours prior to the function unless alternate arrangements have been made with our Catering Department. Such displays, exhibits and products are the responsibility of the exhibitors and The Burntwood Hotel accepts no liability whatsoever for loss or damage thereto whether caused by the negligence of The Burntwood Hotel, its employees and agents or otherwise. Such displays, exhibits or products must be removed from the function room at the end of each day unless the room is reserved on a 24-hour basis. In such cases, The Burntwood Hotel, at the customer's request, will arrange to have the function room secured. The Burntwood Hotel will not be responsible for exhibits, displays or products left in the function room.

**STORAGE SPACE:** Limited storage space is available. A storage fee will apply if materials arrive more than three (3) days prior to, or are not picked up within two (2) days following the event.

**ELECTRICAL:** Connections to the hotel's power supply may be made only by using the receptacles provided. No unauthorized connections or interference or overloading of the hotel's power supply will be permitted. We will arrange for the hotel's maintenance staff to advise and assist in special arrangements and we will be pleased to quote hydro connection and staffing charges.

**SOCAN FEES:** As required by law, all musical entertainment is subject to SOCAN (Society of Composer, Authors and Music Publishers of Canada) charges.

Use of The Burntwood Hotel name, logo or symbol for any purpose whatsoever is prohibited without the prior written approval of the Hotel.

The above policies have been reviewed and agreed by the parties.

\_\_\_\_\_  
Authorized Customer Signature

\_\_\_\_\_  
The Burntwood Hotel Representative Signature

